

## **Job Advertisement: ICON Schools Administrator**

Coventry Cathedral is seeking a dedicated and organised administrator to support the growth and engagement of our International Cross of Nails Schools (ICONS) Network. This is a fantastic opportunity to contribute to a global reconciliation initiative from the heart of Coventry.

### **Key Details**

Job Title: ICON Schools Administrator

Location: Coventry Cathedral

Hours: 17 hours per week (2.5 days flexible), Term Time only

Salary: £9625

### **Contract Type: Permanent. Part-time, Term Time Only**

### **Role Summary**

You will work closely with the Reconciliation Learning Lead to facilitate communication, engagement, and growth within the ICONS Network. The role involves managing network meetings, updating web content, supporting social media and newsletters, and assisting with training courses and events.

### **What We're Looking For**

We are looking for someone with strong administrative skills, experience in digital communication, and a passion for reconciliation and education.

### **How to Apply**

For more information, visit Coventry Cathedral's website and download the [Job Description](#) on our ICONS page:

<https://www.coventrycathedral.org.uk/reconciliation/icon-schools>

Please submit your CV and a letter of application to [emma.griffiths@coventry.anglican.org](mailto:emma.griffiths@coventry.anglican.org) by 4 pm on **19th September 2025**.

Interviews will be held on Wednesday **24th September 2025**.

### **Equal Opportunities**

Coventry Cathedral is committed to being an inclusive employer. We welcome applications from all suitably qualified individuals regardless of race, gender, disability, religion/belief, sexual orientation, or age.